

M.Ed. in School Counseling

Information and Overview Internship Agreement

Internship Part I:___ Internship Part II:___

INTERN INFORMATION

Intern name:

Intern email:

Intern phone number:

SITE AND SITE SUPERVISOR INFORMATION

Supervisor Name:

Supervisor Email:

Phone with area code:

Name of internship location:

Mailing address of internship location:

Type of Setting (Check One)

Elementary School

Middle School

High School

Your site supervisor should hold a current state license/certificate in school counseling.

- Obtain a copy of the license
- Scan it and submit to Bb

*(some states have evidence of licensure on their websites; you may elect to print the screen that depicts **supervisor's name, license number, type, date of issue and date of expiration**, scan it and load it to Blackboard)*

Check one:

Yes, my site supervisor holds a license/certificate in school counseling.

No, my site supervisor does not hold such a license. Explain:

Instructions to Intern: Please share this information with your site supervisor. After you have discussed it, please sign the next page and have you site supervisor do so as well. Submit the signed original form to your site supervisor and scan and submit a copy to your university supervisor. Remember it is your responsibility to meet all the requirements of this internship and not that of your site or university supervisor. Be diligent!

The overall goal of the School Counseling Internship Program is to afford students an opportunity for supervised practice in a school setting enabling the intern to get a hands-on understanding of the school counseling services provided within a school system. Success of the intern program is dependent upon cooperation among the university, school system, and individual school. The roles of the university, site-supervisor, and intern are outlined within this packet.

It is the responsibility of the intern to do the following:

- Establish rapport with the faculty, staff, and administration of the school.
- Become acquainted with the facilities, materials, and policies of the school.
- Implement university and site supervisor suggestions offered for professional growth.
- Complete all requirements in a timely fashion.
- Maintain professional appearance.
- Observe professional ethics (ACA, 2014; ASCA, 2016).
- Gain a familiarity with the ASCA Position Statements (www.schoolcounselor.org).
- Conduct oneself in a professional manner, interacting professionally and effectively with all school and college personnel, parents, and with the community.
- Have a general understanding of the professional roles and functions of the school counselor in accordance with the *ASCA National Model and Standards* (2012).
- Have knowledge of the law (federal and state) as it applies to counseling minors.
- Confer with the university supervisor and site supervisor as needed.
- Fulfill all duties required for assignment area, including faculty meetings, parent-teacher conferences, committee meetings, etc.
- Gradually assume greater responsibility.
- Assume primary responsibility for at least two full weeks.
- Gradually release primary responsibility.
- Attend meetings both formally and informally with school personnel including building administrators, teachers, school psychologist, school social worker, educational diagnostician, district-wide school counselor meetings, etc.
- Attend at least one school board meeting.
- Review the district policy and procedures manuals
- Complete course assignments, projects, and portfolio.

Structure of the Internship

The student will have two supervisors during the internship: a site supervisor and a LU faculty member.

1. Intern should be given an orientation by the school personnel (site supervisor) that includes:
 - A tour of the school
 - Introduction to all staff
 - History and mission of the school
 - Apprised of office routines and regulations
 - Hours of work
 - Sick policies
 - Use of equipment
 - Available clerical personnel
 - Access to student records
 - Record keeping policies/practices
 - Observation of school counselor and classroom(s). All observations are to be done in keeping with and respecting student confidentiality and privacy.
2. Site supervisor and intern develop learning goals, schedule, and outline duties and responsibilities.
3. The student will keep a daily log of the amount of time spent in internship activities.
4. The interns will work with their supervisor to choose 3 projects that address competencies on the ACA.

The Role and Duties of the School Counselor Intern (PreK-12)

- Individual counseling of students/clients (personal/social, career, academic)
- Small group counseling of students/clients (personal/social, career, academic)
- Classroom guidance activities (developing, implementing, and evaluating)
- Career awareness, exploration, and planning activities
- Consulting and collaborating with stakeholders (e.g., parents, teachers, community)
- Participate in the following types of meetings:
 - Parent-teacher conferences
 - Team/departmental meetings
 - Faculty meetings
 - Counselor meetings and workshops
 - Child study, eligibility, and Individualized Education Program (IEP) meetings
 - 504 committee meetings
 - Response to intervention/early intervention team meetings
- Assist with testing program: interpreting tests/assessments
- Developing action plans and results reports

Other activities/experiences as assigned which are appropriate to the role of the professional school counselor in the school setting/level in which you are placed (e.g., course scheduling in middle and high school, GED testing in high school; head start screenings at the elementary level).

The candidate is not required to participate in activities requiring large expenditures, nor is Liberty University responsible should the intern elect to participate. Candidates will provide services only at the location agreed upon by Liberty's Field Placement Offices and only those hours will be counted toward clinical hours accrual. Candidates will not leave the site for home visits or other off-location destinations, nor is Liberty University responsible should the intern leave the site of record.

Credentials of Supervisor

The internship supervisor is a practicing school counselor who has earned a master's degree in education or a related field, holds licensure as a school counselor, and has at least three years of experience as a school counselor. The site supervisor must also have training in counselor supervision. Site supervisors should visit the [School Counseling Internship Supervisor Module](#) to obtain this training or to document supervision training.

Duties of Supervisor

A significant aspect of the professional preparation of school counselors is actual on-the-job experience under the immediate supervision of a practicing school counselor. The internship is designed to provide such an experience. The supervision of the internship entails:

- Planning the internship projects with the candidate.
- Working with the intern to establish a work schedule and goals, and to outline duties and responsibilities.
- An average of one hour per week of individual and/or triadic supervision.
- Live supervision (or video/audio recordings to be viewed together) of student-client interactions.
- Consult every two weeks with the university supervisor/a program faculty member.
- Discussing informed/signed consent procedures and confidentiality.

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- Completion of a preliminary (mid-term) and final evaluation of student performance using the Advanced Competency Assessment form.
- Providing at least one hour of supervision at least once per week during the Internship with respect to counseling skills development and progress toward meeting the school counselor competencies listed on the Advanced Competency Assessment (ACA).
- Providing opportunities for the candidate to obtain required direct contact hours.

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- Providing the candidate with a work space that allows for student confidentiality in the counseling session.
- Verifying at the conclusion of the Internship that the candidate has completed the activities that were outlined in the guidelines.
- Evaluating the effectiveness with which the internship was accomplished.
- Contacting the faculty supervisor at the beginning of the Internship and during the semester as needed, particularly when there are issues with the intern's performance or related to the internship placement so that an intervention plan can be put in place.
- Providing the opportunity for the interns to become familiar with an array of professional activities/resources in addition to direct services (e.g., staff meetings, record-keeping, referral, assessment instruments).

We have read and discussed the aforementioned details for the practicum experience and agree to the terms of this document. Site supervisors signing this agreement confirm participation in the [School Counseling Internship Supervisor Module](#) OR hold counselor supervision training as indicated in the site supervisor information noted above.

Site Supervisor

Date

Intern

Date